

Board of Selectmen
TOWN OF CHESTERFIELD, NH
SELECTMEN'S NON-PUBLIC SESSION #3

June 16, 2021

Jon McKeon Meeting Room; Town Offices

In attendance were Gary Winn, Fran Shippee, Kelli Hanzalik, Alissa Thompson, Wendi Chamberlin, and Jim Barey.

Winn asked if Chamberlin is still interested in filling the Director of Parks & Recreation position. Chamberlin confirmed she is. Thompson asked if pay had been discussed. The board and Chamberlin stated pay is currently \$684 per week.

Hanzalik stated it would be an interim position so there would be no contract to discuss.

Winn stated the board will have to post the job and cannot guarantee past the first of the year.

Hanzalik asked about Chamberlin working two jobs since the Parks and Rec Afterschool care program hours are 2PM to 6PM. Chamberlin stated she can cover that.

Chamberlin asked what the pay rate is for the other hire for aftercare; Hanzalik noted it is \$9.75 per hour. Hanzalik and Thompson noted Chamberlin could not hire someone out of her salary due to worker's comp issues.

Winn confirmed there is money in the budget to fill the position, so Chamberlin does not have to cover. Thompson noted that two people may need to be hired since Tanner Faucher is graduating and will be going to college.

Winn and Shippee noted discussion on a combo afterschool program with Keene YMCA through 8th grade ages. Chamberlin will step into those conversations.

Hanzalik stated she would like to know what Hill was covering herself. Thompson listed cleaning of the beaches, concessions opened at 9AM, opening and closing of gates at both beaches, cleaning bathrooms, Snack Shack coverage, assistance with camp counselling, afterschool care, snowshoe club, opening and closing for Zumba, beach concerts, payables and reconciliation, among other duties. Chamberlin stated she used to cover all those duties when she held the position before. Hanzalik stated she is concerned when Chamberlin returned to her other job at the end of August.

Hanzalik noted the concern is what needs to be covered by an adult and asked if Chamberlin is not available, can the budget handle hiring another person.

Thompson stated temporary employees needed a memorandum of understanding.

Chamberlin asked why the board is considering this an interim position. Winn responded that by Town policy, the board is required to advertise the position, and they did not feel they had time to advertise and have someone in by Friday to do the job. Winn continued, stating if Chamberlin has the desire to continue in the position she will have to reapply at that time.

Winn stated the next issue is the cottage will not be available until July 17th which will be inconvenient for Chamberlin. Shippee noted that Hill stated she would be available for Chamberlin to ask questions in the preceding days.

Chamberlin noted questions about housing options, stating that she does not want to move out in December should she need to vacate the position.

Winn asked if Chamberlin had seen any of the schedules. Chamberlin confirmed she had not. The board gave Chamberlin the schedules for all Parks and Rec employees as well as the events happening throughout this season.

Chamberlin asked how difficult working the Snack Shack is. The board assured her it was not hard.

Chamberlin asked about doctor's appointments during the summer; Shippee stated she could get coverage from an adult. Thompson asked if Chamberlin could let her know if coverage is needed so she is aware if something happens.

Shippee stated it would be appropriate to hire someone part time that was of age. Chamberlin stated she was ok with that if she knew the parameters of the position; confirming what time she needed to be there. Winn stated the beach must open at 9AM and the gates stay open until dusk. Thompson stated the Board of Selectmen needed to let her know what they decide to do with keeping the bathrooms open or closed so that she can advertise the position properly.

Chamberlin asked if the lifeguards worked rain or shine. Thompson stated no, if the forecast called for rain the lifeguards would go home as well as concession workers; camp counselors would stay depending upon how many kids could fit in the Rec building. Chamberlin mentioned having the kids play in the rain if there was no thunder or lightning. The board stated it would be discretion on Chamberlin's part.

Shippee noted that there are kayaks and a paddle boat for rent. Thompson explained renters would come to the concession stand to rent and Chamberlin would unlock the kayaks or paddle boat. Chamberlin asked about safety issues; Winn stated renters would sign a waiver and wear life preservers.

Hanzalik went over Hill's notes for needed coverage and the requirements for each shift, noting various program and event dates.

The board confirmed the camp is not exclusively for Chesterfield residents. Shippee noted she would like to know who on the camp waiting list is from Chesterfield and who is from other towns.

Shippee noted that Chamberlin will need a background check done. Thompson stated that as long as it is in process Chamberlin will be allowed to work.

The board asked about training tomorrow on the credit card scanner. Chamberlin stated she would contact Thompson on that tomorrow.

Chamberlin asked if there was a work cell phone, the board responded there is and she is also, in charge of the Parks & Rec website and Facebook page.

Chamberlin asked that if there are any questions or concerns to openly state them to her. She knows the department has changed and she will adapt to those changes.

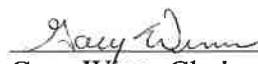
Winn and Thompson explained the procedure for the concert series.

The board noted that a schedule for registers and deposits will need to be set up.

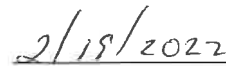
Kelli Hanzalik moved to leave Non-Public session #3. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.

Respectfully submitted,
Jim Barey
Board of Selectmen Secretary

Approved by:



Gary Winn, Chairman



Date




Fran Shippee



Date



Kelli Hanzalik



Date